



Wireless Printing – Send from home or in the Library!

Instructions for all mobile devices (including laptops, tablets & smartphones)

Method 1: Send As Email Attachment

Login to your email account and send/forward an email with the document to be printed as an attachment to any of three printers:

- **Black & White:** mcminnville-pl-bw@printspots.com
- **Black & White Double-sided:** mcminnville-pl-bw-ds@printspots.com
- **Color:** mcminnville-pl-cl@printspots.com

Only the attachment will be printed. This will send your print job to the Self Service Kiosk, located on the 2nd Floor by the Information Desk.

Method 2: Upload To Web Portal

Go to <https://www.printeron.net/mcminnville/pl>

Select one of the three library printers to print to:

- Black and White
- Black and White Double-sided
- Color

Enter your email address.

Select document:

If printing a document from your computer: click Browse and locate file.

Click the green print button. This will send your print job to the Self Service Kiosk, located on the 2nd floor by the Information Desk.

At The Self Service Kiosk

At the Kiosk, click Release a Print Job and enter your email address.

Select the print job(s) you wish to print and click Print.

A window will pop up the total cost of the print job(s).

Add money to coinbox, located next to the Kiosk. Click Pay from Vending Device.

The job(s) will then be released to the printer.